

Approved 9.25.13

Hamilton / Wenham Finance & Advisory Committee
Joint Meeting
Wednesday, January 30, 2013
Hamilton Wenham Public Library, 14 Union Street, S. Hamilton

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 18-25 written notice posted by the Town Clerk and delivered to all Committee members, a meeting of the Wenham Finance & Advisory Committee and the Hamilton Finance & Advisory Committee was held on Wednesday, January 30, 2013, at 6:30 pm in the Conference Room.

With a quorum, present Ms. Harrison called the Wenham Finance & Advisory Committee meeting to order at 6:40 pm.

Committee Present: Catherine Harrison, Chair; Hilliard Ebling, Jeff Fotta; Michael Lucy, Kat Mansfield, Rick Quinn; and David Genereux, Consultant -Bay State Accounting; Catherine Tinsley, Minutes Secretary

With a quorum, present Mr. McWane called the Hamilton Finance & Advisory Committee meeting to order at 6:41 pm.

Committee Present; John McWane, Chair; Nancy Gerardi-Walsh, Rick Sprenkle, Scott Maddem; and Finance Director Deb Mena

School District Present: Mike Harvey, Superintendent; School Committee Chair Roger Kuebel; Larry Swartz
Also present but not participating: Wenham Selectmen Molly Martins, Patrick Wilson, Ken Whittaker, and Interim Town Administrator Mark Andrews

Abbreviations used:

FinCom - Finance & Advisory Committee

BOS - Board of Selectmen

HWRSD - Hamilton Wenham Regional School District

SC - School Committee

FY Fiscal Year

Public information

Agenda

School Committee Tentative FY14 Budget: Dated January 28, 2013

Mr. Harvey began his overview of the FY14 school budget stating that the School District has been operating for two years without a Strategic Plan. Without a Strategic Plan in place, some areas within the budget are estimated. He stated the Strategic Plan is a priority for the Administration to be in place by the end of June 2013.

Mr. Harvey and Mr. Kuebel went through the HWRSD FY14 Budget, stressing although they are not anticipating changes, the budget as presented at this meeting is considered a tentative budget.

The FY14 Net Assessment: \$ 24,264,953.

The FY13 Actual/Final: \$ 22,914,355.

Increase for FY14: \$ 1,350,598.

Observations:

- FY 12-13 Enrollment: 1,817 students
 - Hamilton – 69%
 - Wenham – 31%
- FY 14 Goals
 - Maintain quality of education
 - Duplications eliminated for FY14

- No major structural changes
 - Inclusive education - meet needs of all learners
- Categories used to vote the budget include:
 - Administration
 - Capital, Operations, maintenance
 - Guidance, Counseling, Testing
 - Inst Material
 - Instructional leadership
 - Insurance retirements, Other
 - Other Teaching Services
 - Prof Dev
 - Pupil Services
 - Teachers
 - Tuitions
 -
- FY13 was funded with \$1,491,000 one-time funds (Excess & Deficiency) not available for FY14
- The FY12 Excess & Deficiency Fund has not yet been certified by the State; the balance is not likely to exceed the 3% of the total budget; no funds will be returned to the towns.
- Staff received a 1% salary increase
- An analysis of the cost / revenue of School Choice will be done
- The bids for the replacement of the Cutler School roof will be open in February
- The repair of the Winthrop School roof is in the planning process
- The \$2 million approved by the towns for repairs has not been utilized to date; small projects will be addressed first.

The Superintendent/ School Chair fielded questions from the FinCom members.

Mr. McWane commented that the FY14 school budget increase is substantial to the Hamilton tax rate (\$1.00). He also noted that one million dollars of operating revenue was a one-time (Capital) expense in FY13 and asked that this be clarified and separated out. He encouraged the SC to look carefully and efficiently at the budget.

Mr. Lucy echoed the comment. He recognized the new format as easy to follow and commended the Superintendent on transparency of the budget. He also questioned if it was the intention of the SC to reduce the assessment to the towns with any additional money i.e. Chapter 70 funds, School Choice.

Mr. Kuebel responded that that would be a decision made by the full SC, but said he thought it would be supported. He went on to caution that until the actual budget is approved and funds certified, this would not be discussed.

Mr. Harvey was asked if the bidding process had been used for estimates for supplies. He responded that this was not done, and was encouraged to get the best pricing using the State Certified bid list.

Mr. Lucy observed that the cost per student in HW is \$16,500, noting this is significantly higher compared to neighboring communities. Mr. Kuebel responded that this would be addressed in the Strategic Plan, observing that the quality of education, as denoted by the community, is delivered at the most efficient cost, adding that this is a complex issue and no one “thing” drives the higher cost. The Committees requested a cost break down / comparison to other local schools, and that it be made a priority to have completed by the end of June 2013.

Mr. Harvey explained that the HWRSD does not pay the retirement costs for the teachers. Eleven percent is deducted from Teachers’ salaries and paid by Mass Teachers Retirement Board. The SC will vote the FY14 Budget at their posted meeting on February 14, 2013 – Public Hearing. The towns will receive any meaningful updates to the budget.

The “Tentative” Budget included:

- Proposed Reductions
- Estimated General Operating Assessment Calculation
- Capital Finance Expenses and Estimated Assessment
- Enrollment by School

Enrollment Projections
Expenditures By DESE Categories
Expenditures by School Site
Elementary Programs
Secondary Programs
District Wide Programs

The Hamilton Finance Committee adjourned at 8:08 pm by unanimous vote.
Scott Maddem, (left the meeting at 7:35)

The Wenham Finance Committee adjourned the joint meeting at 8:08 pm and took a 5 minutes recess before the Wenham Finance Committee posted meeting.

Respectfully submitted by

Catherine Tinsley

Town of Wenham
Finance & Advisory Committee
Meeting of Wednesday, January 30, 2013 ~ 8 pm
Hamilton Wenham Public Library
14 Union Street, S. Hamilton

Draft Meeting Minutes

Pursuant to MGL Chapter 30A, written notice posted by the Town Clerk and delivered to all Committee members, a meeting of the Finance & Advisory Committee was held on Wednesday, January 30, 2013, at 8 pm in the HW Public Library.

With a quorum present, Ms. Harrison called the Finance & Advisory Committee meeting to order at 8:15 pm.
Committee present: Catherine Harrison, Chair; Hilliard Ebling, Jeff Fotta, Michael Lucy, Rick Quinn
Not Present; Kathryn Mansfield. Also Present: Mark Andrews, Interim Town Administrator; Bay State Consultant David Generaux; Catherine Tinsley, Minutes Secretary. Present Not Participating: Fire Chief Blanchard; Police Chief Perkins; DPW Director Bill Tyack

Minutes

*VOTE: Mr. Lucy moved to approve the minutes of **April 21, 2012**. Mr. Ebling seconded and the motion carried unanimously.*

*VOTE: Mr. Lucy moved to approve the minutes of **June 27, 2012**. Mr. Ebling seconded and the motion carried unanimously.*

*VOTE: Mr. Lucy moved to approve the minutes of **August 15, 2012**. Mr. Fotta seconded and the motion carried unanimously.*

*VOTE: Mr. Lucy moved to approve the minutes of **September 26, 2012**. Mr. Ebling seconded and the motion carried unanimously.*

*VOTE: Mr. Lucy moved to approve the minutes of **October 27, 2012**. Mr. Ebling seconded and the motion carried unanimously.*

*VOTE: Mr. Lucy moved to approve the minutes of **December 5, 2012**. Mr. Fotta seconded and the motion carried unanimously.*

*VOTE: Mr. Lucy moved to approve the minutes of **December 19, 2012**. Mr. Fotta seconded and the motion carried unanimously.*

*VOTE: Mr. Lucy moved to approve the minutes of **January 16, 2013**. Mr. Fotta seconded and the motion carried unanimously.*

*VOTE: Mr. Lucy moved to approve the minutes of **January 23, 2013**. Mr. Fotta seconded and the motion carried unanimously.*

Ms. Harrison asked Mr. Andrews to have the Finance Committee meeting minutes posted on the Town's web site.

Transfer Request - Financial Services

Mr. Andrews spoke regarding the Reserve Fund Transfer request for \$4,110.57 to the Treasurer / Collector Contract Service account for Bay State Financial Services. He reviewed that this charge is against the contracted amount not to exceed \$24,999, adding that the salary line is not accessed for this expenses citing it as a service. The balance of the Reserve Fund: \$62,708

VOTE: Mr. Lucy moved to approve a Reserve Fund Transfer for \$4,110.57 to line item 01-145-5300-0000 Treasurer/ Collector/ CS for Finance services provided by Bay State Municipal Accounting. Mr. Quinn seconded and the motion carried unanimously.

FY 14 Budget

231 – Ambulance: HOLD

Ms. Harrison noted that (about) three years ago, Lyons Ambulance changed the contract with the town to provide services at no cost with an exclusive service contract; Lyons is paid through insurance billing. Mr. Lucy commented that the Wenham Fire Study Group did not include an ambulance service in the study but talked about it informally and supported this be considered in the future.

162 - Elections/ Registration: HELD

Ms. Harrison asked that Elections be combined with Town Clerk and no action was taken at this meeting on the Elections Budget.

292 – Animal Control: HELD

Mr. Andrew requested a hold on the Animal Control Budget. Police Chief Perkins briefly explained that the State is mandating that an Animal Control Officer attend an academy and be State certified. The Animal Control budget will be included with Police Department Budget.

699 - Town Band: \$500 Expense / Level Funded

The FinCom requested a town report detailing the expenses.

VOTE: Mr. Lucy moved to approve the Town Band Budget of \$500 for expenses pending details of the expenditures. Mr. Quinn seconded and the motion carried unanimously.

691 – Historic Commission: \$200 Expenses/ Level Funded

The FinCom requested a town report detailing the expenses.

VOTE: Mr. Lucy moved to approve the Historic Commission Budget of \$500 for expenses pending details of the expenditures. Mr. Ebling seconded and the motion carried unanimously.

650 – Parks: \$3,050 Expenses: HELD

Mr. Tyack reviewed that the parks include Pingree Park, Pleasant Pond, and West Wenham Playground. The expenses covered are electricity, water, and porta potties (Pleasant Pond).

Ms. Harrison observed that the budget did not appear to include the Pleasant Pond gatekeeper salaries. It was the consensus of the FinCom to defer this vote for Mr. Andrews to confirm the information.

131 - Finance Committee: \$250 / Expenses

Expenses include subscriptions and dues.

VOTE: Mr. Lucy moved to approve the Finance Committee Budget of \$250. Mr. Ebling seconded and the motion carried unanimously.

693- Town Clock Winder: \$1,181 / Level Funded

Mr. Andrews addressed the Clock Winder Budget saying the clock is not working, and in need of repairs. He requested the budget be changed from the salary of the clock winder, to repairs of the Town Clock; the First Congregational Church who owns the steeple, has been asked to share the cost of the repair.

VOTE: Mr. Lucy moved to approve the Town Clock budget of \$1,181 as an expense to fund the repairs of the clock. Mr. Fotta seconded and the motion carried unanimously.

543 - Veterans

Ms. Harrison explained that presently, one Wenham residents is eligible for Veteran's services; this information is confidential. The Town is required to pay for these expenses. The cost is \$148 monthly/ \$1,776 annually. The Town is also assessed for the Essex County Regional Veteran's Association that provides veteran services; the assessment for FY14 has not been determined at this time. The actual assessment for FY13 was \$17,937. It is recommended that this budget be increased by 10%.

VOTE: Mr. Lucy moved to approve the Veteran's Budget of \$20,000 for District Assessment and \$1,776 for Veteran's expenses. Mr. Quinn seconded and the motion carried unanimously.

Ms. Harrison provided to the Committee a monthly budget report update.

Planned FinCom Meetings re FY 14 Budget:

January 30 – Joint HW FinCom meeting; Tentative School Budget presentation

February 6 – Fire Study Presentations/ public input meeting on FY14 budget drivers

February 16 – Saturday meeting

VOTE: Mr. Quinn moved to adjourn at 9:17 pm and it was unanimous to do so.

Respectfully submitted by

Catherine Tinsley